## Job Title: Wastewater Superintendent

**Department:** Environmental Services

**Immediate** 

**Supervisor:** Environmental Services Manager

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	610
FLSA Status	Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

This position plans, organizes, and directs the activities of the Wastewater Division, which includes the functional areas of Reclamation, Collections, and Environmental Quality. The Wastewater Superintendent is responsible for the administration and supervision of operational programs, budget, capital programs, discipline, direction of staff, development of strategic objectives, activities and other functions relating to the safety job hazard, analyze, standard operation procedures, construction, operation, and maintenance of departmental processes and facilities. Supervises division staff, either directly or through subordinates.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Directs the functions of the Wastewater Division by reviewing process control, reporting data, and implementing programs to improve and maintain plant operations. Ensures safe, efficient operation and maintenance of processes and facilities, including compliance with all state and federal regulations. Advises on future system improvements deemed necessary and reviews design documents and specifications for facility expansions.
2	S	Writes and reviews department comprehensive reports on plant operations, productivity improvements, and energy conservation program to provide information required to local, state, and federal agencies and management. Ensures EPA permit compliance and coordinates legal response to enforcement actions. Responsible for developing and implementing community awareness program with reference to wastewater services.
3	S	Manages employees by writing and reviewing performance appraisals, preparing work schedules, providing training and leadership, conducting meetings, and participating in the employee hiring process.
4	S	Administers division budget by projecting annual operating costs, preparing budget requests, reviewing and approving purchases, overseeing major equipment purchases, and monitoring division expenditures.

	Physical Strength Code	ESSENTIAL FUNCTIONS
5	L	Assigns and reviews the investigation and reporting of industrial and equipment accidents; works with the Equipment Management Division to ensure the repair, maintenance, and procurement of equipment; obtains facts, analyzes evidence, and makes decisions or takes actions to correct problems; integrates new programs into existing operations.
6	S	Supervises the ordering of materials and services needed to properly carry on the functions of the division; prioritizes workload for prompt completion of emergency and unscheduled work requests. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Responds to customer complaints and requests for service. Provides coordination and communication on a daily basis with Finance, Customer Service Division for providing customer service deliveries in the field and working with Customer Service in developing SOPs, internal and external communication, and providing input on processes for City accounts and collections.
7	S	Develops, implements, and administers policies and procedures, strategic plans, emergency operating procedures, and specifications for various types of equipment. Generates reports, negotiates contract terms and monitors contract performance. Represents the City and/or division at meetings of committees, advisory groups, agencies and Councils.
8	S	Work with the Safety Coordinator assigned to the Risk Manager office in creating the Job Inventory Analysis, Job Hazard analysis, Hazard Engineered Evaluation and Safety Standard Operation Procedures related to the Wastewater Division.

## JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/	Work requires knowledge of a specific vocational, administrative, or
Knowledge	technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of six years experience in a related field.
Certifications and Other Requirements	Valid Driver's License and ADEQ Grade IV license in a Wastewater discipline
Reading	Work requires the ability to read manuals, reports, graphical information, and engineering guidelines.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages, formulas, factors, and decimals.
Writing	Work requires the ability to write clear, organized, technical, and analytical memos, letters, reports, operating procedures, and other documents.
Managerial	Semi-Complex - Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Budget Responsibility	Substantial - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management.
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Interpersonal/Human Relations Skills	High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	<ul> <li>☑ Making presentations</li> <li>☑ Observing work site</li> <li>☑ Observing work duties</li> <li>☑ Communicating with co-workers</li> </ul>	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	<ul> <li>☒ File drawers</li> <li>☒ Equipment</li> <li>☒ Tables and chairs</li> <li>☐ Hoses</li> </ul>
Fine Dexterity	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☑ Calculator</li><li>☐ Calibrating equipment</li></ul>	Climbing	□ N ⊠ R □ O □ F □ C	⊠ Stairs     □ Ladders     □ Step stools     ☑ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	<ul><li>☑ To other departments/offices</li><li>☑ Around work site</li></ul>	Vision	□ N □ R □ O □ F ☑ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Supplies</li><li>☑ Equipment</li><li>☑ Files</li></ul>	Foot Controls	□ N □ R ⋈ O □ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Supplies</li><li>☑ Equipment</li><li>☑ Files</li></ul>	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N □ R ⊠ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li><li>☒ Making repairs</li></ul>
Reaching	□ N □ R ⊠ O □ F □ C	<ul><li>☑ For supplies</li><li>☑ For files</li></ul>	Crouching	□ N ⊠ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>
Handling	□ N □ R ☑ O □ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F ☑ C	<ul><li>☑ Communicating via telephone/radio, to co-workers/public</li><li>☑ Listening to equipment</li></ul>
Kneeling	□ N □ R ☑ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>	Twisting	□ N □ R □ O ⊠ F □ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	□ N □ R □ O □ F □ C	☐ Under equipment☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ☑ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	_		

DL	J)								
<b>Physical Demands (continue</b>									
Machines, Tools, Equipment									
Telephone, cell phone/Blackberry, fax n	nachine, copier,	vehicle, calcula	ator, occasiona	l equipment o	peratio	n for training			
<b>Computer Equipment and S</b>	oftware:								
Personal computer, laptop, printer, scan	ner, Microsoft C	Office, Microso	ft Outlook, HT	E/Navaline					
<b>Environmental Factors:</b>									
Environmental Condition	ons	Never	Seasonally	Several T Per Mor		Several Ti		Daily	
Extreme temperature	4.11			$\boxtimes$					
(heat, cold, extreme temp. changes fr work)	om outside								
Wetness and/or humidity			X						
(bodily discomfort from moisture) Respiratory hazards				×				П	
(fumes, gases, chemicals, dust and di Noise and vibration	rt)		Ц					Ш	
(sufficient to cause hearing loss)				X					
Physical hazards (high voltage, dangerous machinery,	o corossino			$\boxtimes$					
prisoners, patients – <u>not customers</u> )	aggressive								
Health and Safety Condition	ı <b>c•</b>								
Health and Safety Conditions	N = Never	R = Rarely	y O = Oc	casionally	F = 1	Frequently	C =	Constantly	
	Never	Less than		r more of		n 1/3 to 2/3	2/3	or more of	
	occurs	hour per we	ek the	e time	of	the time	1	the time	
Mechanical hazards		$\boxtimes$							
Chemical hazards		X							
Electrical hazards		X							
Fire hazards		X							
Explosives		×							
Communicable diseases		×							
Physical danger or abuse		×							
Other (specify)									
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify)	d Centers								
Protective Equipment Requi		oots, hearing pr	otection, glove						
Zituationary required vest, nard flat, s	5145505, 00	ous, nearing pr	2.22.1011, 510 10	-					

### **Job Demands**

### **Overall Strength Demands:**

Overall Strength Demands				
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.			
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
□ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations			X	
Frequent Change of Tasks		×		
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work			$\boxtimes$	
Noisy/Distracting Environment			×	
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

#### Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate on teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

#### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Deputy Public Works Director Job Title of Supervisor	Signature of Supervisor	Date
Public Works Director  Job Title of Department Director	Signature of Department Director	Date
uments:	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.